



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
 Cebu Regional Office № VII, DA-RFO 7 Cmpd., Maguikay, Mandaue City
 TeleFax №: (032) 420-1877 TeleFax №: (032) 232-2843
 Email address: pca_7@yahoo.com

REQUEST FOR QUOTATION

Date: September 21, 2020
 RFQ №: _____

Name of Store: _____

Nature of Business: _____

Address: _____

Business Permit №: _____

Tax Identification №: _____

The Philippine Coconut Authority, through its Bids and Awards Committee, intends to procure the item/s indicated below, **Small Value Procurement**. Please quote your lowest price/s and submit your quotation / proposal duly signed by you or your authorized representative not later than **3:00PM** of **September 30, 2020** for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

A copy of your Mayor's/Business Permit and the PhilGEPS Registration Certificate are required to be submitted along with your quotation / proposal.

The submission of Income/Business Tax Returns and Omnibus Sworn statement are also required for the winning bidders.

Likewise, compliance with Technical Specifications shall be signified by **ticking/checking** all boxes.

Quotations may be submitted manually in a sealed envelope, or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned at telephone № (032) 420-18-77 or Telefax № 345-00-09 or email our procurement office at pca_7@yahoo.com

Josie O. Escoton
JOSIE O. ESCOTON
 Administrative Officer V

After having carefully read and accepted the Terms and Conditions, I / we submit our quotation for the item as follows:

ITEM DESCRIPTION	Qty	Unit	Approved Budget for the Contract (ABC)	OFFER				
				Compliance w/ Technical Specifications (please check) <input checked="" type="checkbox"/>		Unit Price	Total	Remarks
				Yes	No			
Complete Fertilizer	120	Bags	150,000.00	<input type="checkbox"/>	<input type="checkbox"/>			
Specifications: --Conventional Grade or Chemical compound in solid form; Granulated -NPK: 14-14-14 -Net Weight: 50 kg per bag								

	Qty	Delivery Sites
Cebu	60	PCA Regional Office, Mandaue City
Negros Oriental	60	BASCOFADCO Office, Combado, Bacong, Neg. Or.
	120	

Note:

- Indicate date of conforme (below)
- Check all boxes and fill up all spaces, including remarks, if any, i.e. product brand, etc.

Signature Over Printed Name

Office Telephone №	Fax №	Mobile №
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Email Address/es

TERMS AND CONDITIONS

1. Supplier shall provide correct and accurate information required in this form.
2. Supplier must submit, if required to, company profile and/or track record, as the case may be, of engagement in transactions of the same nature in the preceding year.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Purchase Order (PO) shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. Payment by PCA will be made after complete delivery.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCA shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the transaction without prejudice to other courses of action and remedies open to the procuring entity.

Conforme:

Signature Over Printed Name	Date
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“A food-secure Philippines with prosperous farmers and fisherfolk”

